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ABSTRACT

This manual describes procedures followed by the University of Tennessee, Knoxville Library Cataloging Department in its Music Retrospective Conversion Project. The goal of the project, running from October 1, 1983 to December 31, 1984, is full conversion of bibliographic records for scores, recordings, and music monographs to machine readable format. The manual is divided into two sections. In the first, those procedures that form the general workflow are briefly described, with designations of staff responsible for each step. The second section provides step-by-step instructions for individual phases of the project: searching, questionable match resolution, authority work, coding and input, music analytics, and editing. A 16-item bibliography is provided. Forms used in the project are appended as samples to be freely adopted or modified by other libraries. (THC)

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RETROSPECTIVE CONVERSION OF MUSIC COLLECTION

PROJECT MANUAL

University of Tennessee, Knoxville Library

Cataloging Department

Retrospective Conversion Unit

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May 1984

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September 1984

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INTRODUCTION

This manual describes procedures followed by the University of Tennessee, Knoxville Library Cataloging Department in its Music Retrospective Conversion Project. The goal of the project, running from October 1, 1983 to December 31, 1984, is full conversion of bibliographic records for scores, recordings, and music monographs to machine readable format. The realization of this goal requires both that records unique to UTK be isolated and input into the OCLC database and that bibliographic records matching UTK holdings be edited and updated. Correspondingly, the project is divided into two functional components, conducted simultaneously. Each component has separate funding, staff, and defined responsibilities within the overall workflow of the project. These components, coordinated by the Retrospective Conversion Librarian, are the search/input function and the edit function.

The search/input function is funded by a U. S. Department of Education Title II-C grant (G0008301289); the staff consists of one half-time music cataloger, 1.75 FTE library specialists, and four student assistants (1 FTE). This function isolates those bibliographic records that are not found online, prepares them for input into the database, and adds them to the national database. The phases comprising this function are: (1) searching phase; (2) questionable match resolution phase; (3) authority work phase; and (4) coding and inputting phase.

The editing function is funded by the UTK Library; its staff consists of .25 FTE library specialist and three student assistants (1 FTE). This function serves to convert holdings for which matching bibliographic records are found online. After these records are found in the searching phase of the search/input function, staff in the editing function retrieve records, edit them to match UTK records, and update them to reflect UTK holdings in OCLC.

This manual is divided into two sections. In the first, those procedures that form the general workflow are briefly described, with designations of staff responsible for each step. The second section provides step-by-step instructions for individual phases of the project. It may be easily adapted by other libraries. For instance, the authority work described represents UTK practice, but other libraries might eliminate the irrelevant section and go directly to the LC Name-Authority File on OCLC. We hope that through adaptation, the procedures will be of assistance to others involved in the conversion of music cataloging records.

We are grateful for the use of the *Music Scores Conversion Project Manual* from the University of California, San Diego, and the project manual for the conversion of sound recordings from the University of Virginia, both of which were helpful in setting up our project and training staff. The University of Virginia's *Sound Recordings: Variable Field Tagging* guide provided a model for the editing section of this manual.

WORKFLOW

A. Searching Phase (Student Assistants).

1. Working consecutively through the shelflist tray, search non-OCLC shelflist cards for matching records in OCLC. If you find:

   a. Match: list OCLC number and UTK call number on appropriate form.

   b. Questionable or multiple match: type call number and problem at top of record and make printout.

   c. No match: pull complete set of shelflist cards and clip together.

2. Place match lists, card sets for non-matches, and printouts for questionables in appropriate boxes.

3. If shelflist card is incomplete or has a "with" note, pull main entry cards as needed to facilitate searching.

4. Keep statistical sheet in log book for each tray searched. Record in appropriate columns: number of hours searched, number of records matched, number of questionable matches found, and number of no-matches.

B. Questionable Match Resolution Phase.

1. Check printout against main entry card, noting all discrepancies on printout (Student Assistants).

2. Evaluate printouts, utilizing the appendix to OCLC's *Bibliographic Input Standards*, to determine whether the record is a match (Library Specialist).

C. Authority Work Phase (Library Specialist).

1. Make enlarged photocopies of complete shelflist cards for all non-matches. If shelflist card is incomplete or the record has a "with" note, use main entry cards to make photocopies. Attach shelflist card to copy. Put main entry cards into refile box.

2. Establish AACR2 headings for all names and uniform titles by checking sources in this order:

a. UTK Name Authority File,

b. Library of Congress Name Authority File (online),

c. OCLC AACR2 records,

d. Library of Congress Proof Slips and *Music; Books on Music and Sound Recordings* (hereafter referred to as Music *NUC*) for AACR2 records,

e. *A Basic Music Library*, 2nd ed.,

f. *The New Grove Dictionary of Music and Musicians*,

g. Music Cataloging Librarian.

3. Update headings on copy as prescribed by aforementioned sources.

4. Update subject headings as prescribed in list of pattern changes for subject headings (p.14).

5. Establish series authority by checking the following sources:

   a. UTK Series Authority File,

   b. Card catalog.

D. Coding and Inputting Phase.

1. Attach enlarged copies of cards to appropriate workform for score, sound recording, or monograph (Library Specialist).

2. Indicate tagging on copies; code fixed field and necessary variable fields on workform. Place in input box (Library Specialist).

3. Input workform into OCLC database. Put in save file and write save number on workform (Student Assistants).

4. Re-search database for the bibliographic record. If still not found, revise the saved record to correct any inputting mistakes and update (Library Specialist).

5. Mark statistic on appropriate form for each record updated. Mark shelflist card with OCLC number and place in refile box (Library Specialist).

E. Music Analytics Phase.

This aspect of the work will be handled as a separate segment after searching has been completed. See page 28 of this manual for operational details.

F. Editing Phase (Student Assistants).

1. Work consecutively through a shelflist tray, and follow the list made by searcher to edit online records.

2. Remove shelflist card from tray. If shelflist card is incomplete or has a "with" note, obtain the main entry card(s).

3. Call up OCLC number, listed by searcher, for call number of shelflist card.

4. Edit record field by field. Send each line you have changed. Reformat and check changes. Refer any question to Library Specialist.

5. Update record. Write OCLC number on shelflist card and return to tray. Mark statistic on appropriate form as you update each record.

SEARCHING PHASE

A. Log on.

For retrospective conversion, key in the Recon Authorization number. Depress SEND key (in order to send the message from the terminal to the computer).

B. Key in search code.

1. Title search key:

3,2,2,1 The first three letters of the first non-article word of the title, comma, the first two letters of the second word of the title, comma, the first two letters of the third word of the title, comma, the first letter of the fourth word of the title. Always use 3 commas.

E.g. roa,of,th,t
for The roar of the twenties

NOTE: For uniform titles, the uniform title (subfield a) and the part name (subfield p) are indexed up to the first significant punctuation (period, colon, semicolon, question mark, exclamation point). Intervening subfields between a and p (and their punctuation) do not have any effect on the search key.

E.g. sym,an,ca,
for [Symphonies, no.5, op.64, E minor. Andante cantabile]

2. Personal name search key:

4,3,1 The first four letters of the author's last name, comma, the first three letters of the author's first name, comma, the middle initial (if known). Always use 2 commas.

E.g. pete,rog,t
for Peterson, Roger Tory

3. Name-title search key:

4,4 The first four letters of the author's last name, comma, the first four letters of the first non-article word of the title. Always use 1 comma.

E.g. leak,orig
for Leakey, Richard. Origins.

4. Corporate author search key:

=4,3,1 An equal sign, the first four letters of the first significant word of the corporate author, comma, the first three letters of the next word, comma, the first letter of the next word. Refer to the stoplist for a list of all non-significant words. Always begin with = and use two commas.

E.g. =inte,ath,f
for Association for Intercollegiate Athletics for Women

5. Number search keys:

a. LC card number as it appears on the card, including the dash. Inclusion of an alphabetic prefix before the LC card number is optional and makes the search key more specific. Do not include a suffix in the search key.

E.g. 72-1364

b. OCLC control number (preceded by a number sign #).

E.g. #1234567

6. Search key/qualifier:

If name and/or title search keys are likely to produce many entries, enter search key with qualifier(s):

search key/year(s)
/type
/year(s)/type
/type/year(s)

The following "type" qualifiers may be used:

books	bks
music scores	sco
sound recordings	rec

The year(s) of publication qualifier will retrieve records in which the first date in fixed-field element "Dates" matches or is in the range of years in the search key.

Single year	1973
Decade (1970-1979)	197?

Century (1900-1999)	19??
1970 to present	1970-
Up to 1920	-1920
Range of years	1950-8 or 1950-1959

7. Disregard an initial article in all languages for title portion of searches.

Dutch: de, het, 't; eene, een
French: l', le, la, les; un, une
German: der, die, das; ein, eine
Italian: il, la, lo, l', i, gli, gl', le; un, una, uno, un'
Portuguese: o, a, os, as; um, uma
Spanish: el, la, lo, los, las; un, una
Swedish, Danish, Norwegian: den, det, de; en, et, ett

De in Scandinavian languages is an article; in Romance languages it is a preposition. Slavic languages (Russian, Czech, Polish, etc.), Oriental languages and Latin have no articles.

C. Depress DISPLAY RECORD key and SEND key.

If you retrieve more than one screen, key in "ns" for next screen, "ps" for previous screen, or screen number (e.g., s2). Key in line number to see titles for collective displays. Key "gp" to go back to a group display, "co" to return to a collective display, or "tr" to see a truncated display screen. Key "all" to see up to nine screens of a collective display.

D. Records with DLC as the source code in subfield a of the 040 field are Library of Congress records and are preferred.

E. If the record on screen says "DO NOT USE -- USE OCLC #000000 INSTEAD" in 043 field, do not use it. Key in correct OCLC # and depress DISPLAY RECORD key and SEND key.

F. Look for the following fixed field symbols for particular formats of records:

	Type	Bib lvl
Books:	a	m
Scores:	c	m
Sound recordings:	j	m

G. To select the matching record, match the following variable fields:

1. 028 field: Publishers, plate, or issue number for scores and recordings.

If this number is present anywhere in the record and on

the card, it is the key to an exact match. Older records may display this number in subfield c of the imprint (262), in a series statement (490), or in a note (500).

2. 1xx field: Main entry - personal name, corporate name, etc.

   The main entry should match or be in an added entry; however, form of name may vary.

3. 245 field: Title.

4. 250 field: Edition statement.

5. 260 or 262 field: Imprint.

   ≠a Place of Publication.

   ≠b Publisher - If publisher is not the same, it is probably a different edition. Search should be continued.

   ≠c Date of Publication.

6. 300 field: Physical description.

   The format of a score or of a recording must agree with that on the card. See musical format definitions in *The Acquisition and Cataloging of Music and Sound Recordings: A Glossary* by Thorin and Vidali as needed. The size and pagination of a book or score must agree.

7. 4xx field: Series statement.

   A difference in or absence of a series statement may indicate a different edition.

NOTE: If the best match differs from the card in only one or two of the above areas, print it out as a questionable match.

H. Once a correct match is found, write our call number and matching OCLC number on appropriate form. If you are unsure of a match, or have multiple matches, insert our call number and the problem at the top of each record and print them all out.

I. If a match cannot be found, pull the entire set of cards from the shelflist and clip them together.

J. See OCLC's *Searching the Online Union Catalog* (2nd ed.) for more details on searching.

QUESTIONABLE MATCH RESOLUTION PHASE

A. Obtain printouts for questionable matches from designated box. Call numbers are printed at top of each.

B. Put printouts in alphabetical order by author, then title.

C. Check each printout against its main entry in the card catalog. For each field:

   1. If information matches card exactly, make a check (✓) at end of field.

   2. If information differs in any respect, cross out incorrect information on printout and write in information from card.

   3. If information is not on card at all, draw a line through the field.

D. Write in any information that is on card but not on printout.

E. Place checked printouts in designated box.

F. Evaluate checked printouts to determine whether differences noted dictate the input of a new bibliographic record. The appendix to the *Bibliographic Input Standards* (2nd edition), entitled "When to Input a New Record" provides a concise guide for your evaluation. For multiple matches, choose the record that most exactly duplicates information on our card. DLC records take precedence, as do earliest input records. If further verification is needed, consult the following sources:

   1. Music Library or storage facility: information may be checked against piece.

   2. Music *NUC*: accuracy of our cataloging or the printout record may be checked.

G. If record is determined to be a match, indicate correct information and place in file for editing.

H. If no match is found, place in box to be re-searched for a possible correct match.

I. From the no-match box, choose card sets for records you did not originally search.

J. Perform a thorough second search on each record. If record is determined to be:

1. Match: type call number at top of record and make printout. Place in appropriate file. Place shelflist card in refile box.

2. Questionable match: type call number at top of record and make printout. Attach shelflist card to record and place in appropriate box.

3. No match: proceed with authority work and coding for input.

AUTHORITY WORK PHASE

A. Pull main entry cards for all incomplete shelflists and "withs". On enlarger, photocopy main entries or complete shelflists. Attach each shelflist card to its corresponding copy. Put main entry cards in refile box.

B. Check UTK Name Authority File for each heading. This includes names, uniform titles, and added entries (i.e., those tracings preceded by Roman numerals). Be sure to check all components of added entries (names and uniform titles) and to mark them separately. Disregard subject headings and added entries that begin with "Title:". If composer/title added entries are to be constructed from contents note, check both components of those headings in the contents note.

1. Look for the notation [AACR2] or [AACR2-d] after heading on authority card. If there, edit heading on copy to look exactly like what you see on the card, then mark heading on copy "ok". If not there, do not mark copy at all.

2. Look for OCLC AR followed by a number in lower right corner of card. If there, mark heading "online".

3. If the heading on copy matches a name or uniform title that has a "see" reference, look up the reference in the file.

C. Access online Library of Congress Name Authority File by pushing "Authority" key on terminal keyboard. Using a personal name search (4 letters, 3 letters, 1 letter), search each heading you did not previously mark "OK online". Uniform titles are grouped in the file under their composers/authors. Any uniform title not associated with an author may be searched with the title search key (3 letters, 2 letters, 2 letters, 1 letter). When you locate an online record, look for the letter in the third position in the row of letters at the end of the 1xx field. If it is a "c" or "d", and the heading on our copy matches either the 4xx or

1xx fields, make a printout. Consult OCLC's *Name-Authority User, Manual* (2nd edition) for more details on using the online NAF.

D. Check all series in UTK Series Authority File. If notation on authority card is:

1. Cataloged as Separates--write "CAS" by series on copy.

2. Series Not Used--write "SNU" by series on copy.

3. Anything else--consult Library Specialist.

E. Cut excess paper from copies and printouts. Attach printouts to corresponding shelflist and copies. Place in box labeled, "Preliminary Authority Work Completed".

F. Search OCLC database for records that are AACR2 authoritative. These will have "DLC" in subfields "a" and "c" of the 040 field and "a" in DESC element of fixed field. Headings in these records are established in AACR2 form by the Library of Congress; the OCLC record number may be cited as authority for the form of the heading. Headings found in these records carry the same weight as those found in the LC Name Authority File (online) and may be coded "1" in the subfield w.

G. Check in-house file of Library of Congress Proof Slips and the Music *NUC* for headings established by the Library of Congress in AACR2 form.

H. Check headings in the index of *A Basic Music Library*. Headings found here are in AACR2 form.

I. If you cannot determine by consulting any of the aforementioned sources that the heading has already been established in AACR2 form, establish heading according to rules found in *Anglo-American Cataloging Rules* (2nd edition) in conjunction with the following resources:

1. *The New Grove Dictionary of Music and Musicians*. "Works" lists found at the end of entries on composers provide information on original title, spelling, numbering of compositions, etc.

2. Music Cataloging Librarian. Consult in regard to unusual situations encountered.

J. Fill out Name Authority File Workforms stamped "Music Project" for all headings not already in the UTK NAF and place in box to be typed. These NAF entries will be typed on pink-coded cards to signify they are temporary entries in the NAF and that no authority work has been done on corresponding headings in the card catalog. Additionally, no "see" or "see

also" references are made in the card catalog for these NAF entries.

K. Pattern Changes for Music Subject Headings.

Use the following pattern changes as guidelines to revise music subject headings:

1. Wind _____ was divided into three subject headings depending on the instrumentation:

   It is now Wind _____ for brass-woodwind combinations, Woodwind _____ for woodwind only combinations, and Brass _____ for brass only combinations.

   Formerly: Wind quartets (4 trumpets)
   Now: Brass quartets (trumpets (4)).

2. Number of instruments formerly preceded the instrument name, now it appears after the name.

   Formerly: Wood-wind octets (8 clarinets)
   Now: Woodwind octets (Clarinets (8)).

3. Woodwind was formerly hyphenated and is now one word.

   Formerly: Wood-wind quartets
   Now: Woodwind quartets.

4. The period entry, --To 1800, is now omitted.

   Formerly: Symphonies--To 1800
   Now: Symphonies.

5. Parts in choruses are now omitted.

   Formerly: Choruses, Sacred (Mixed voices, 4 parts), Unaccompanied
   Now: Choruses, Sacred (Mixed voices), Unaccompanied.

6. Write out all abbreviations.

   Formerly: pts.; instr.
   Now: parts; instrumental.

7. Subdivisions --Scores and --Parts were used only for music requiring more than one person per part except in the following cases: Piano trios, Piano quartets, Piano quintets, String trios, and String quartets. Now these subdivisions are used for <u>all</u> music requiring two or more performers.

   Formerly: Sonatas (Violin and piano)
   Now: Sonatas (Violin and piano)--Scores.

L. Series Authority File/OCLC Equivalents.

Check the online Name-Authority File for AACR2 form of series entry. Then check the UTK Series Authority File to determine local usage. For any series not found in the UTK SAF, check the card catalog to determine whether it is traced. Fill out Series Authority File workform and place in box to be typed. The following are guidelines for series authority control:

1. Since complete cross references are not available in the SAF, every conceivable point of entry should be checked against the SAF.

2. Unusual or conflicting instructions in the SAF should be brought to the attention of a Library Specialist.

3. When the SAF and card disagree, use the decision found in the SAF.

4. Code the fields according to the directions in the Series Authority File:

SAF Notes	OCLC Equivalents
Series not used	490 0Ø Series not traced
Cataloged as separates	400 Series traced, personal name/title
	410 Series traced, corporate name/title
	411 Series traced, conference name/title
	440 Series traced, title
	490 1Ø Series traced, different form The traced form of the series must appear in the 8xx field. The entry in the 8xx field should match the entry on the SAF card.

8xx fields used in conjunction with 490 1Ø (series traced, in a different form):

800 Series added entry, personal name/title

810 Series added entry, corporate name/title

811 Series added entry, conference name/title

830 Series added entry, uniform title

840 Series added entry, title

M. AACR2 Categorical Changes for Music Uniform Titles.

1. Remove the word "works" from uniform titles for collections not representing all of a composer's output (with subsequent revision of the remaining portion of the uniform title in most cases.

   Formerly: Works, piano. Selections.
   Now: Piano music. Selections.

2. Change singular form/genre designations into their plural equivalents.

   Formerly: Symphony
   Now: Symphonies, in most cases.

   Exception: When a composer wrote only one work in a specific form/genre, that designation remains in the singular.

3. Correct score designations.

   Formerly: Piano-vocal score
   Now: Vocal score.

4. Change the position of numerals.

   Formerly: Sonata, 2 flutes
   Now: Sonata, flutes (2).

5. Add a specification of accompanying medium to uniform titles for concerti.

   Formerly: Concertos, piano . . .
   Now: Concertos, piano, orchestra . . . .

6. Establish unique titles in the original language.

CODING AND INPUT PHASE

CODING

A. Attach enlarged photocopy of card set to appropriate workform for score, sound recording, or monograph.

B. Code fields according to guidelines set out in the OCLC manual for the appropriate format. We are coding for Level I input; following is a list of fields and the standards for each format.

LEVEL I INPUT: FIELD STANDARDS

Codes

As req. : As required
C : From copy only
default n
M : Mandatory
O : Optional
R : Required if applicable or readily available
SS: System supplied
- : Not applicable

	Scores	Sound Recordings	Books
Accompanying matter	O	O	-
Bibliographic level	M	M	SS
Form of composition	O	O	-
Conference publication	-	-	M
Country of publication, producer, or repository	R	R	R
Nature of contents	-	-	O
Dates	M	M	M
Type of date	M	M	M
Descriptive cataloging form	M	M	M
Encoding level	M	M	M
Format	O	SS	-

	Scores	Sound Recordings	Books
Festschrift	-	-	M
Intellectual level	O	O	O
Government publication code	-	-	M
Language code	M	M	M
Ilustration codes	-	-	O
Literary text	default n	O	-
Index	-	-	O
Main entry in body of entry	O	O	-
Main entry in body of entry /Fiction /Biography	-	-	O
Modified record code	R	R	R
Existence of parts	O	SS	-
Reproduction	R	SS	R
Cataloging source code	M	M	M
Type of record	M	M	M
007 : Physical description fixed field	R	M	R
010 : Library of Congress card number	R	R	R
011 : Linking LC card number	R	R	R
015 : National bibliography number	C	C	C
020 : International Standard Book Number	R	R	R
024 : Standard recording number	-	O	-
028 : Publisher's number for music	R	R	-
033 : Capture date and place	-	R	-
037 : Stock number	O	O	O
040 : Cataloging source	M	M	M

	Scores	Sound Recordings	Books
041 : Languages	R	R	R
043 : Geographic area codes	R	R	R
044 : Country of producer	-	O	-
045 : Chronological code or date/time	O	O	O
047 : Form of composition	R	R	-
048 : Number of instrument or voices	O	O	-
049 : Local holdings	M	M	M
050 : Library of Congress call no.	C	C	C
051 : Copy, issue, offprint statement	C	C	C
052 : Geographic classification code	O	O	O
074 : U.S. Government Printing Office item number	O	O	O
086 : Government document number	R	R	R
090 : Locally assigned LC-type call number	O	O	O
1-- : Main entry heading	R	R	R
240 : Uniform title	R	R	R
243 : Uniform title, collective	O	O : Prefer 240	O
245 : Title statement	M	M	M
250 : Edition statement	R	R	R
260 : Imprint	R	R	M
262 : Imprint for sound recordings	-	Pre-AACR2	-
265 : Source for acquisition	O	O	O
300 : Physical description	M	M	M
305 : Physical description	-	Pre-AACR2	-

	Scores	Sound Recordings	Books
306 : Duration	-	R	-
400 : Series statement, personal name/title	Pre-AACR2	Pre-AACR2	Pre-AACR2
410 : Series statement corporate name/title	Pre-AACR2	Pre-AACR2	Pre-AACR2
411 : Series statement, conference or meeting name/ title	Pre-AACR2	Pre-AACR2	Pre-AACR2
440 : Series statement, title	R	R	R
490 : Series statement, not traced or traced differently	R	R	R
500 : General note	As req.	As req.	As req.
501 : "With" note	R	R	R
502 : Dissertation note	R	R	R
503 : Bibliographic history note	O	O : Prefer 500	O
504 : Bibliography/discography note	R	R	R
505 : Contents note	R	R	O
506 : Limited use/restrictions note	O	O	O
510 : Citation note	O	O	O
511 : Participant or performer note	-	R	-
518 : Data on capture session	-	R	-
520 : Summary, abstract, annotation	O	O	O
533 : Photoreproduction	R	R	R
590 : Local note	O	O	O
600 : Subject added entry, personal name	R	R	R

	Scores	Sound Recordings	Books
610 : Subject added entry, corporate name	R	R	R
611 : Subject added entry, conference or meeting name	R	R	R
630 : Subject added entry, uniform title	R	R	R
650 : Subject added entry, topical	R	R	R
651 : Subject added entry, geographic	R	R	R
690 : Local subject added entry	O	O	O
691 : Local subject added entry, geographic	O	O	O
699 : Added class number	O	O	O
700 : Added entry, personal name	R	R	R
710 : Added entry, corporate name	R	R	R
711 : Added entry, conference or meeting name	R	R	R
730 : Added entry, uniform title	R	R	R
740 : Added entry, title traced differently	R	R	R
752 : Place of publication/ printing access	O	O	O
800 : Series added entry, personal name/title	O	O	O
810 : Series added entry, corporate name/title	O	O	O
811 : Series added entry, conference or meeting name/ title	O	O	O
830 : Series added entry, uniform title	O	O	O
870 : Variant form of entry, personal	O	O	O

	Scores	Sound Recordings	Books
871 : Variant form of entry, corporate name	0	0	0
872 : Variant form of entry, conference or meeting name	0	0	0
873 : Variant form of entry, uniform title	0	0	0
910 : User-option date	0	0	0
949 : Local processing information	0	0	0

C. Place coded workforms in input box.

D. Examples of coded workforms for sound recordings, scores, and monographs follow.

1. SCORES.

UNIVERSITY OF TENNESSEE, KNOXVILLE
MUSIC SCORES INPUT CATALOGING WORKFORM-WFMC

Date 2/28/84	Cat cs	Type c	Bib lvl m	Lang N/A	Source d	AccM W
Date	Op	Repr W	Enc lvl I	Ctry enk	Dat tp s	MEBE 0
Save No.	IC		Mod rec W	Comp sy	Format b	Prts W
Lib. 41	10/83	Desc W	Int lvl W	LTxt n	Dates 1959, W W W W

1	010	LCCN	
2	040	Source	TKN ǂc TKN
3	028 _ _	Publisher's No.	
4	041 _	Language	
5	047	Form of comp	
6	048	No. of instr. or voices	oa
7	050 _	LC call no.	
8	090	Local call no.	M1001 Ab .634 no.1
9	049	Holdings	tknm

M
1001 .634 no.1

100 10 Gerhard, Roberto,ǂd 1896-1970. ǂw ln
240 10 [Symphonies, ǂn no.1] ǂw n3
245 00 Symphony no.1.ǂb 260 0ǂ London,ǂb Mills Music ǂc [1959]
300 miniature score (185 p.)ǂc 21 cm.
500 Duration: 37 min.

650 ǂ0 1. Symphonies—Scores.ǂx

2. SOUND RECORDINGS.

UNIVERSITY OF TENNESSEE, KNOXVILLE
SOUND RECORDING INPUT CATALOGING WORKFORM-WFMJ

Date 3/2/84	Cat cs	Type j	Bib lvl a	Lang rus	Source W	AccM d			
Date	Op	Repr W	Enc lvl I	Ctry xxW	Dat tp s	MEBE 0			
Save No.	IC		Mod rec a	Comp op	Format n	Prts n			
Lib. 41	10/83	Desc W	Int lvl W	LTxt W	Dates 1976,	W W W W			

1	010	LCCN	77-762815/R
2	040	Source	DLC ǂc TKN ǂd TKN
3	007	Phy Desc.	s ǂb d ǂd b ǂe s ǂf a ǂg e ǂh n ǂi n ǂa n
4	028 0 0	Publisher's No.	ASD 3360 ǂb Melodiya/His Master's Voice
5	041 0	Language	ǂd rus ǂe ruseng ǂh rus
6	043	Geog. Area Codes	
7	047	Form of comp	
8	048	No. of instr. or voices	
9	050 0	LC call no.	M1500
10	090	Local call no.	M1500.S5 ǂb M6
11	049	Holdings	tknn

Music
Non-Print
M 100 10
1500 Shostakovich, Dmitrii Dmitrievich, ‡d 1906-1975. ‡w /n
.S5N6 240 10 [The Noses.] ‡h Sound recording] ‡w nl
245 14 The nose. ‡c (Libretto by Shostakovitch [and others]).
262 ‡b Melodiya/His Master's Voice ‡c ASD 3360 ‡d p1976.
305 2 discs. ‡b 33 1/3 rpm. stereo. ‡c 12 in.

511 Opera: Edward Akhimov, baritone; supporting soloists, chorus, and instrumental ensemble of the Moscow Musical Theatre; Gennady Rozhdestvensky, conductor; sung in Russian.
500 In container; manual sequence.
520 Program notes by V. Hofmann and libretto in romanized Russian and English (15 p. ill.) laid in.

650 10 1. Operas. 700 10 I. Akhimov, Eduard. ‡4 prf ‡w 3n 700 10 II. Rozhdestvenskii, Gennadii. ‡4 prf ‡w /n
710 20 III. Moskovskii kamernyi muzykal'nyi teatr. ~~IV. Title.~~ ‡4 prf ‡w 3n

[M1500] 77-762815
Library of Congress 77 R

3. MONOGRAPHS.

UNIVERSITY OF TENNESSEE, KNOXVILLE INPUT CATALOGING WORKFORM Lib. 14-3/82			Type a Repr W	Bib lvl a Enc lvl I	Govt pub W Conf pub 0	Lang eng Ctry nyu	Source d Dat tp s	Illus W M/F/B 10W
CAT & lgd Date 5/3/84	DP & Date		Indx 0	Mod rec W	Festschr 0	Cont U		
Save No. /		XC	Desc W	Int lvl W		Dates: 1885, W W W W		

1	010			
2	040	TKN ǂc TKN		
3	020		2.1	015
4	041 _		3.1	025
5	0_0 _			
6	086 _			
6.1	0_2			
6.2	099	ML50 .S96 ǂb M4 1885		
7	049	tkna		

ML 50 .S96M4 1885

100 10 Sullivan, ~~Sir~~ Arthur, ǂc Sir, ~~Seymour~~, ǂd 1842-1900. ǂw 2n

240 10 ~~[~~The Mikado. ǂs Libretto. ~~English]~~ ǂw n2

245 04 The Mikado; ǂb or, The town of Titipu. ǂc Written by W.S. Gilbert, composed by Arthur Sullivan.

260 0# New York, ǂb H. Grau ǂc [1885]

300 36 p. ǂc 22 cm.

700 11 I. Gilbert, ~~Sir~~ W.S. ǂq (William Schwenck), ǂd 1836-1911. ǂt ~~The~~ Mikado. ǂw 11

INPUT

A. Obtain coded workform from designated box.

B. Sign terminal off by entering END [send]. Sign on using our RECON number.

C. Call up online workform by entering WFMC [display rec/send] for scores, WFMJ [display rec/send] for sound recordings, or WF [display rec/send] for monographs.

D. Clear screen by pressing [control] and [clear page]. Move curser down one line. Type in information from workform line by line, beginning with the variable fields. Each line is preceded by a start of message character, numbered, and ended with a field terminator.

E. When all variable fields have been typed in, send information field by field by positioning curser one line below field you wish to send and pressing [send]. Watch for message at top of screen verifying that the field has been sent.

F. When all lines have been sent, reformat by entering RF [display/send]. When reformatted, a fixed field will appear at top of Screen 1.

G. Type information into fixed field elements so that it matches workform. Send fixed field by bringing curser to line below it and pressing [send]. Reformat.

H. Check work. Unless corrections need to be made, put record in save file by entering SAVE [send]. Write your initials and SAVE file number on workform and place in designated boxes.

I. Refer to OCLC's *Cataloging: User Manual* for more details on inputting records.

MUSIC ANALYTICS PHASE

A. Working consecutively through the shelflist tray, check the titles of series (identified by red or yellow jacket) against the Series Authority File (SAF). For those titles listed in SAF as "Cataloged as series, analyzed," pull the shelflist card. If the SAF title has a special note, such as "analyzed vol. 15-- ," attach a copy of this information to the shelflist card.

B. Pull the main entry card set with contents for each analyzed series. Photocopy the series card set. Do not photocopy cards that do not list contents. Refile the shelflist card.

C. Pull the main entry card(s) for each analyzed volume and photocopy. Do not pull any OCLC cards; instead, write the OCLC number on the photocopy of the series card contents, next to the appropriate volume. Put main entry cards into the refile box. Make a file folder for each analyzed series set. Place photocopies of cards in this folder.

D. Working from photocopies of volume main entries, search each analyzed volume in the set.

E. Record results of searches as follows:

   1. Match: list OCLC number at top of volume main entry.

   2. Questionable or multiple matches: type call number and problem at top of record and make printout. Library Specialist will resolve. If the record is:

      a. Match: retain photocopy of volume card set and printout for editing,

      b. No match: prepare title for input as in no. 3 below.

   3. No match: (Library Specialist) Prepare title for input. After input, check off appropriate volume on the photocopy of the series main entry contents note. Write the OCLC number for the individual volume on the photocopy of the volume main entry.

   4. Keep statistics on number of hours searched, number of records matched, number of questionable matches found, and number of no matches.

F. Edit using the photocopy of the card for each volume found in the database. Add OCLC number to photocopy of each converted volume. Check off each converted volume on the photocopy of the series main entry contents note. Note "analytics converted on OCLC" on the SAF card as each set is completely converted.

EDITING PHASE

This field-by-field editing guide includes those fields that are most commonly used. For more detailed information, consult the OCLC manuals for scores, sound recordings, or books.

A. FIXED FIELDS.

In general, we are concerned that the date type and dates be correct in conjunction with the date in the 260 or 262 field. Any other unfilled elements in the fixed fields should be completed as listed below. Most of these values are default values.

Imprint date	Dat tp	Dates
1976	s	1976,
[1909]	s	1909,
c1976	s	1976,
[n.d.]	n	,
1931-1939	m	1931,1939
1968-	m	1968,9999
196-	q	1960,1969
19--	q	1900,1984
1977 Note: Recorded 1931	p	1977,1931
1980 Note: Originally issued in 1959	r	1980,1959
1968,c1966	c	1968,1966

Other Elements	Values
Type	a (monograph) c (score) j (sound recording)
Bib lvl	m
Lang	N/A (instrumental) consult code list for language values und (undetermined)
Source	d (non-LC) blank (LC)
AccM	blank (no accompanying material)
Repr	blank
Enc lvl	I
Ctry	xx (undetermined) consult code list for country of publication value
MEBE	0 (main entry not in body of entry) 1 (main entry in body of entry)
Mod rec	blank
Comp	blank

Format	h (sound recording)
	a (full score)
	b (miniature score)
	z (music for solo instrument)
Prts	‡ (score--no parts exist)
	a (score--parts exist)
	n (sound recording)
Desc	‡
Int lvl	‡
LTxt	‡ (sound recording)
	n (score)

The following elements are for Books Format fixed fields only:

Govt pub	‡
Illus	‡
Conf pub	0
M/F/B	00‡
Indx	0
Festschr	0
Cont	‡

B. PUBLISHER'S NUMBER.

028 Publisher's Number

First indicator
0 - Issue number
1 - Matrix number
2 - Plate number
3 - Other pub. no.

Second indicator
0 - No note; no added entry
1 - Note; added entry
2 - Note; no added entry
3 - No note; added entry

‡a Number
‡b Source

1. The 028 field is formulated from information in the 260 or 262 fields, from the series field, or from a note.
2. For sound recordings, use 1st indicator 0 or 1.
3. For scores, use 1st indicator 2 or 3.
4. 2nd indicator will always be 0.
5. The publishers, plate, or issue number in the record should match the one on our card. If one is in the matching record but none is on our card, do not delete the number from the record.
6. The number may be found in the record in an 028 field, at the end of the imprint (26x field), as a series (490 field), or in a note (500 field). It is not necessary to rearrange the record to place the number in the same position as on our card.

C. CALL NUMBER.

If the call number displayed in the 050 or 090 field matches the call number on the card exactly, accept as it is. If not, change the last digit of the unused 090 field to a 9 (099) and type in our call number, omitting subfields and spaces except those around dates, thematic index numbers, opus numbers, or other special elements.

Call number on card	099 field
M 1614 .R24B4	099 M1614.R24B4
M 1024 .W32 no.2 .E3	099 M1024.W32 no.2 .E3

D. HEADINGS (1xx, 240, 7xx).

All headings on the card must be represented on the screen; any displayed headings not found on the card should be deleted from the screen. If any difference exists in the form of heading, look for an 87x field which may contain the pre-AACR2 form of the heading. If the 87x form matches card, accept the heading. If there is no 87x field, or the form there does not match card, edit field to match card.

EXCEPTION: If OCLC record is coded "a" in the "desc" element of the fixed field, and the forms of headings (including 87x fields) differ from those on card, refer the record to a Library Specialist for a decision on which heading to use.

100 Personal Name

First indicator
0 - Forename
1 - Single surname
2 - Multiple surname
3 - Name of family

Second indicator
0 - Subject not generated for M.E.
1 - Subject is generated for M.E.

ǂa Name
ǂq Qualification
ǂb Numeration
ǂc Title (in name)
ǂd Dates
ǂe Relator term
ǂk Form subheading
ǂw AACR2 verified

110	Corporate Name	First indicator 0 - Surname (inverted) 1 - Place or place name 2 - Name (direct order) Second indicator 0 - Subject not generated for M.E. 1 - Subject is generated for M.E.	≠a Name ≠b Each subordinate unit ≠k Form subheading ≠e Relator term ≠w AACR2 verified
130	Uniform Title, Main Entry Heading	First indicator 0-9 nonfiling characters Second indicator 0 - Subject not generated for M.E. 1 - Subject is generated for M.E.	≠a Uniform title ≠p Name of part ≠n Number of part ≠l Language ≠k Form subheading ≠s Version ≠h GMD ≠w AACR2 verified
240	Uniform Title	First indicator 0 - Not printed 1 - Printed Second indicator 0-9 nonfiling chars.	≠a Uniform title ≠k Form subheading ≠l Language ≠m Medium of perf. ≠n Number of parts ≠o Arr. statement ≠p Name of part ≠r Key ≠s Version ≠h GMD ≠w AACR2 verified

1. Change all ≠h Phonodisc to ≠h Sound recording.
2. Remove initial articles; 2nd indicator should always be 0.

700 **Personal Name**

First indicator	≠a Name
0 - Forename	≠q Qualification
1 - Single surname	≠b Numeration
2 - Multiple surname	≠c Title (in name)
3 - Name of family	≠d Dates (in name)
Second indicator	≠e Relator
0 - Alternative work entry (w/out ≠t)	≠4 Relator code (non-printing)
1 - Secondary entry (w/ ≠t)	≠t Title (of work)
2 - Analytical (w/ ≠t) -work within larger	≠k Form subheading
	≠n Number of part or section
	≠p Name of part
	≠l Language
	≠m Medium of perf.
	≠r Key
	≠s Version
	≠o Arr. statement
	≠f Date (of work)
	≠w AACR2 verified

1. Delete ≠h general material designations from 7xx fields.
2. Omit initial articles in subfield t.

705 **Personal Name (Performer)**

First indicator	≠a Name
0 - Forename	≠b Numeration
1 - Single surname	≠c Title (in name)
2 - Multiple surname	≠d Dates
3 - Name of family	≠w AACR2 verified
Second indicator	
0 - Alternative entry (w/out ≠t)	
1 - Secondary entry (w/≠t)	
2 - Analytical	

1. If field 705 is present in record, do not change tag to 700.
2. If performer tracing is not present, enter name of the performer or conductor in field 700, with the relator code "prf" in subfield ≠4.

710 Corporate Name

First indicator
- 0 - Surname (inverted)
- 1 - Place or place & name
- 2 - Name (direct order)

Second indicator
- 0 - Alternative entry (w/out ≠t)
- 1 - Secondary entry (w/≠t)
- 2 - Analytical

≠a Name
≠b Each subordinate unit
≠e Relator
≠4 Relator code (non-printing)
≠k Form subheading
≠t Title (of work)
≠p Name of part
≠l Language
≠n Number of part
≠m Medium of perf.
≠r Key
≠s Version
≠o Arr. statement
≠w AACR2 verified

715 Corporate Name (Performing Group)

First indicator
- 0 - Surname (inverted)
- 1 - Place or place & name
- 2 - Name (direct order)

Second indicator
- 0 - Alternative entry (w/out ≠t)
- 1 - Secondary entry (w/≠t)
- 2 - Analytical

≠a Name
≠b Each subordinate unit
≠k Form subheading
≠w AACR2 verified

1. If field 715 is present in record, do not change tag to 710.

2. If performing group entry is not present, enter name of the performing group in field 710, with the relator code "prf" in subfield ≠4.

E. TITLES (245, 740 fields).

Make sure the correct filing indicator is used for all title fields.

The title and subtitle should match ours (subfields a and b of 245), but it is not necessary to delete a subfield c (statement of responsibility) that is omitted from our card.

However, if our title differs from the 245 title in the record but is given elsewhere such as in a contents note or in a 500 "Title from container" note, it is not necessary to change the title in the record to match ours. Ours should be added as a 740 added entry so that access will be available.

Any alternative title added entries from card tracings should appear in the record as 740 fields, unless the same title is already given as ǂt of a 700 added entry.

245 Title

First indicator
0 - No title added entry
1 - Title added entry made

Second indicator
0-9 Nonfiling characters

ǂa Title proper
ǂb Subtitle
ǂc Remainder of title paragraph
ǂh GMD

1. Check nonfiling (2nd) indicator and subfields. Use "ǂh Sound recording" if there is no 240 field.

2. Edit to match shelflist card with respect to descriptive information, not punctuation. Subfield "c" included onscreen but left off card may be accepted.

740 Title Traced Differently

First indicator
0-9 Nonfiling characters

Second indicator
1 - Secondary entry

ǂa Title traced differently

F. EDITION STATEMENT (250)

Edition statement on record must match card. Refer any discrepancy to Library Specialist.

250	Edition Statement	ǂa Edition ǂb Additional information

G. IMPRINT (260, 262).

Discrepancies in place of publication, publisher, publisher's number, and date should be edited to reflect decisions made in questionable match resolution phase.

For records already determined to be a match, the first place of publication and publisher should match those on the card. Choose a more specific date over a questionable one, and follow with a question mark.

260	Imprint (Scores, sono-graphs, and AACR2 sound recordings)	First indicator 0 - Publisher is present 1 - Publisher is not present	ǂa Place ǂb Publisher ǂc Date ǂd Plate or publisher's no.
262	Imprint (Pre-AACR2 sound recordings)		ǂa Place ǂb Publisher or trade name ǂc Issue number ǂd Date of release

H. PHYSICAL DESCRIPTION.

Physical description found in 300 or 305 field should match card exactly. However, if the data is arranged in a different order or worded differently, it is not necessary to rearrange it. Check subfields for accuracy and correct if needed.

300 Physical Description (scores, sonographs, and AACR2 sound recordings)

ǂa Extent of item
ǂb Other physical details
ǂc Dimensions
ǂe Accompanying material

Example:
1 sound disc (50 min.) : ǂb 33 1/3 rpm, stereo. ; ǂc 12 in. + ǂe 1 pamphlet (11 p. : col. ill). ; 32 cm.)

305 Physical Description (Pre-AACR2 sound recordings)

Use either AACR1 rev. chapter 14 or original chapter 14. Subfield arrangement is determined by order of data.

AACR1 rev. chap. 14
1 disc. ǂb 33 1/3 rpm. mono. ǂc 12 in.

on side 2 of 1 disc. ǂb 33 1/3 rpm. stereo. ǂc 12 in.

ǂa Extent of item
ǂb Other physical details
ǂc Size

AACR1 original chap. 14
2 s. ǂb 12 in. ǂc 33 1/3 rpm. ǂd microgroove. ǂe stereophonic

ǂa No. of sides albums, reels
ǂb Size
ǂc Speed
ǂd Microgroove or standard
ǂe Stereophonic, monaural, or quadraphonic

I. SERIES.

Check all series in the Series Authority File, except for publisher's numbers that have been coded as series.

Code series according to the decision and form found in the Series Authority File. OCLC equivalents are listed in the Authority Work Phase of this manual. If not in the SAF, refer to a Library Specialist.

400 Personal Name-title (traced same)

First indicator
0 - Forename
1 - Single surname
2 - Multiple surname
3 - Name of family

Second indicator
0 - Series M.E. is not pronoun
1 - Series M.E. is pronoun

ǂa Name
ǂq Qualification
ǂb Numeration
ǂc Title (in name)
ǂd Dates (in name)
ǂe Relator
ǂt Title of series
ǂk Form subheading
ǂp Name of part
ǂn Number of part
ǂl Language
ǂv Volume or number
ǂw AACR2 verified

410 Corporate Name-title (traced same)

First indicator
0 - Surname (inverted)
1 - Place or place & name
2 - Name (direct order)

Second indicator
0 - Series M.E. is not pronoun
1 - Series M.E. is pronoun

ǂa Name
ǂb Subordinate unit
ǂe Relator
ǂt Title of series
ǂk Form subheading
ǂp Name of part
ǂn Number of part
ǂl Language
ǂv Volume or number
ǂw AACR2 verified

440 Title (traced same)

First indicator
Blank

Second indicator
0-9 Nonfiling characters

ǂa Title
ǂn Number of sub-series
ǂv Volume or number

490 Series Untraced or Traced Differently

First indicator
0 - Series not traced
1 - Series traced in different form

Second indicator
Blank

ǂa Series
ǂv Volume or number

Series Added Entries (Traced Differently)

800	Personal Name-title	First indicator 0 - Forename 1 - Single surname 2 - Multiple surname 3 - Name of family	ǂa Name ǂq Qualification ǂb Numeration ǂc Title (in name) ǂd Dates (in name) ǂe Relator ǂt Title of series ǂk Form subheadings ǂp Name of part ǂn Number of part ǂl Language ǂs Version ǂv Volume or number ǂw AACR2 verified
810	Corporate Name-title	First indicator 0 - Surname (inverted) 1 - Place or place & name 2 - Name (direct order)	ǂa Name ǂb Each subordinate unit ǂe Relator ǂt Title of series ǂk Form subheading ǂp Name of part ǂn Number of part ǂl Language ǂs Version ǂv Volume or number ǂw AACR2 verified
840	Series Added Entry, Title	First indicator Blank Second indicator 0-9 Nonfiling characters	ǂa Title ǂv Volume or number

J. NOTES (5xx).

In general, it is not necessary that notes on card and record match; however, if information indicates possibility of mismatch, refer to a Library Specialist.

500	General note	ǂa General note

501 "With" note ≠a "With" note

Form of the with note should match the name and title found in fields 100 and 240, or if unavailable, 245 of companion record.

504 Bibliography/Discography note ≠a Bibl./disc. note

505 Contents note

First indicator
0 - Complete
1 - Incomplete
2 - Partial

≠a Contents note

1. Leave the form of the contents note as it is in the OCLC record, making sure all contents from the card are listed in the record. If there is no contents note in the record, enter it from the card.

2. Construct composer/title added entries from the contents note on the card as required by the tracings. Use the form of composer name that you have decided to use in the main entry heading if it is the same composer. Other composers and uniform titles should be used as they appear in the contents note unless they have been flipped on OCLC to a new form. (If so, the old form matching the card will appear in an 87x field.) The uniform title element of the added entry should not contain an initial article.

3. The coding of an analytic added entry (i.e., for a work contained within the larger work) is as follows:

700 12 Brahms, Johannes, ≠d 1833-1897.
≠t Trios, ≠m piano, strings, ≠n no. 3,
op. 101. ≠f 1978.

700 12 Ravel, Maurice, ≠d 1875-1937.
≠t Histories naturelles. ≠p Grillon.
≠f 1978.

4. The date in subfield f is the same as the date in the imprint. See section D, above, for correct coding data for 7xx fields.

511 Participant or Performer

First indicator
0 - General
1 - Cast
2 - Presenter
4 - Narrator
≠b - Pre-AACR2

≠a Participant or performer

518 Data on Capture Session ≠a Data

K. SUBJECT HEADINGS.

Use only the subject headings found on our cards, deleting all others. Consult the Pattern Changes for Music Subject Headings, listed in the Authority Work Phase of this manual, as a guide to correctness of subject headings.

600	Personal Name	First indicator 0 - Forename 1 - Single surname 2 - Multiple surname 3 - Name of family Second indicator 0 - LC subject	≠a Name ≠q Qualification ≠b Numeration ≠c Title (in name) ≠d Date (in name) ≠t Title (of work) ≠k Form subheading ≠p Name of part ≠n Number of part ≠l Language ≠m Medium of perf. ≠r Key ≠s Version ≠o Arr. statement ≠x General subdiv. ≠y Period subdiv. ≠z Place subdiv. ≠w AACR2 verified
610	Corporate Name	First indicator 0 - Surname (inverted) 1 - Place or place & name 2 - Name (direct order Second indicator 0 - LC subject heading	≠a Name ≠b Each subordinate unit ≠k Form subheading ≠t Title (of work) ≠p Name of part ≠l Language ≠m Medium of perf. ≠n Number of part ≠r Key ≠s Version ≠o Arr. statement ≠x General subdiv. ≠y Period subdiv. ≠z Place subdiv. ≠w AACR2 verified
650	Topical Subject	First indicator Blank Second indicator 0 - LC subject heading	≠a Topical subj. or place ≠b Element after place element ≠x General subdiv. ≠y Period subdiv. ≠z Place subdiv.

651	Geographic Name	First indicator Blank Second indicator 0 - LC subject heading	≠a Geog. name or place element ≠b Geog. element following place element ≠x General subdiv. ≠y Period subdiv. ≠z Place subdiv.

L. LIMITS TO SIZE OF RECORDS.

OCLC records have the following size limits:

1. Number of variable fields: 50,
2. Characters per variable field: 1230,
3. Total characters per record: 4096.

If you exceed the maximum number of characters in a record, the system will log you off and you will lose all information you have added. To avoid this situation, do not continue to add data if you already have four screens which are each half full. If you cannot complete an edit in this situation, put your record in save and consult a supervisor.

M. For more detailed information, consult the OCLC manuals for scores, sound recordings, or books.

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APPENDIX: FORMS

The following forms were used in the project and are included here as samples to be freely adopted or modified by other libraries:

Daily Statistics: Grant-Funded Unique Titles Added to OCLC Database

Daily Statistics: Library-Funded OCLC Records Updated

Music Recon Statistics Summary (cumulated monthly and quarterly)

[Monographs] Input Cataloging Workform

Music Scores Input Cataloging Workform

Sound Recording Input Cataloging Workform

Name Authority File Workform

Series Authority File Workform

Recon Save File

Music Recon - Daily Statistics

Grant-funded Activities

Unique Titles Added to OCLC Database

Format	Titles Represented by Unique Shelf List Card Sets	Additional Bibliographic Records (Analytics)	Total OCLC Records Added
Sound Recordings			
Scores			
Monographs			
Totals			

Date _____

Music Recon - Daily Statistics

Library-Funded Activities

OCLC Records Updated

Format	Titles Represented by Unique Shelf List Card Sets	Additional Bibliographic Records (Analytics)	Total OCLC Records Updated
Sound Recordings			
Scores			
Monographs			
Totals			

Name _____ Date _____

Date(s)_____

MUSIC RECON STATISTICS SUMMARY

I. Grant-funded Activities

A. Personnel
1. Full-time Hours _____
2. Student Hours _____

B. Searching
1. Retrieving Analytics _____
a. Hours Spent _____
b. Number of Sets _____
2. Number of OCLC Bibliographic Searches _____
a. Hits _____
b. Unique to UTK _____
3. Rate of Unique Titles _____
4. Hours Spent Searching _____
5. Average Time per Search _____

C. Records Input

		Series Analytics	
1. Sound Recordings			_____
a. Primary Titles	_____	_____	
b. Analytics	_____	_____	
2. Scores			_____
a. Primary Titles	_____	_____	
b. Analytics	_____	_____	
3. Monographs			_____
a. Primary Titles	_____	_____	
b. Analytics	_____	_____	
4. AV Media	_____		_____
5. Total			_____
a. Primary Titles	_____	_____	
b. Analytics	_____	_____	

D. Questionable Matches Resolved _____

II. Library-funded Activities

A. Personnel
1. Full-time Hours _____
2. Student Hours _____

B. Records Edited & Updated

		Series Analytics	
1. Sound Recordings			_____
a. Primary Titles	_____	_____	
b. Analytics	_____	_____	
2. Scores			_____
a. Primary Titles	_____	_____	
b. Analytics	_____	_____	
3. Monographs			_____
a. Primary Titles	_____	_____	
b. Analytics	_____	_____	
4. Total			_____
a. Primary Titles	_____	_____	
b. Analytics	_____	_____	

III. Unattributed Activities
A. Contributed Professional Hours _____
B. Name/Series Authority File Records Created _____

UNIVERSITY OF TENNESSEE/KNOXVILLE
INPUT CATALOGING WORKFORM
Lib. 14-3/82

CAT & Date_____ OP & Date_____

Save No. /___ _____ ____XC

Type___ Bib lvl___ Govt pub___ Lang___ Source___ Illus___

Repr___ Enc lvl I Conf pub___ Ctry___ Dat tp___ M/F/B___

Indx___ Mod rec___ Festschr___ Cont___

Desc___ Int lvl___ Dates: _____, _____

1	010		
2	040	ǂc TKN	
3	020		2.1 015
4	041 _		3.1 025
5	0_0 _		
6	086 _		
6.1	0_2		
6.2	099		
7	049		
8	1_ _ _ _		
8.5	240 _ _		
9	245 _ _		
10	250		
11	260 _		
12	300		
13	4_ _ _ _		
14	5_ _ _		
15	590		
16	6_ _ _ _		
17	7_ _ _ _		
18	8_ _ _ _		

UNIVERSITY OF TENNESSEE, KNOXVILLE
MUSIC SCORES INPUT CATALOGING WORKFORM-WFMC

Date_____ Cat_____ Date_____ Op_____ Save No._____ XC_____ Lib. 41 10/83	Type c Bib lvl m Lang_____ Source_____ AccM_____ Repr_____ Enc lvl I Ctry_____ Dat tp_____ MEBE_____ Mod rec_____ Comp_____ Format_____ Prts_____ Desc_____ Int lvl M LTxt n Dates_____,_____

1	010	LCCN	
2	040	Source	ǂc TKN
3	028 _ _	Publisher's No.	
4	041 _	Language	
5	047	Form of comp	
6	048	No. of instr. or voices	
7	050 _	LC call no.	
8	090	Local call no.	
9	049	Holdings	tknm

UNIVERSITY OF TENNESSEE, KNOXVILLE
SOUND RECORDING INPUT CATALOGING WORKFORM-WFMJ

Date _____ Cat _____ Date _____ Op _____ Save No. ____ XC _____ Lib. 230 3/84	Type j Bib lvl m Lang ____ Source ____ AccM ____ Repr b Enc lvl I Ctry ____ Dat tp ____ MEBE ____ Mod rec ____ Comp ____ Format n Prts n Desc ____ Int lvl b LTxt ____ Dates _____, _____

1	010	LCCN	
2	040	Source	ǂc TKN
3	007	Phy Desc.	s ǂb ǂd ǂe ǂf ǂg ǂh ǂi ǂm
4	028 0 _	Publisher's No.	
5	041 _	Language	
6	043	Geographic Area Codes	
7	047	Form of Comp.	
8	048	No. of instr or voices	
9	050 _	LC Call No.	
10	090	Local Call No.	
11	049	Holdings	~~tknm~~ tKn9

NAME AUTHORITY FILE WORKFORM Lib 151 12/83

Entry

MUSIC PROJECT

References

Notes

This heading is used in NAF, Main Catalog, and following locations:

_____ Undergraduate

_____ Ag-Vet Med

_____ Music

_____ Music Non-Print

Cataloger _____

Source:

OCLC AR _____

LCNH _____

NUC(M)(AV) _____

OCLC # _____

OTHER _____ _____
(Specify)

SERIES AUTHORITY FILE WORKFORM

Entry (Include delimiters & volume desig.):

Continues/Continued by:

____ Cat. as sep.

____ Series not used

____ Cat. as series

____ With analytics

Series call #:
"Cataloger _____"

(x)

Make see refs. for authority file and following locations:
Main___ UGL___ Ag-Vet Med --- Music ___

Lib. 168 -6/83

RECON - SAVE FILE

Name_____

Date_____

Call no.:	Save file no.:	Problem:

ERSITY OF TENNESSEE/KNOXVILLE
INPUT CATALOGING WORKFORM
Lib. 14-3/82

CAT & Date_____ OP & Date_____

Save No. /____ _____XC

Type___ Bib lvl___ Govt pub___ Lang___ Source___ Illus___

Repr___ Enc lvl I Conf pub___ Ctry___ Dat tp___ M/F/B___

Indx___ Mod rec___ Festschr___ Cont___

Desc___ Int lvl___ Dates: _____, _____

1	010		
2	040	ǂc TKN	
3	020		2.1 015
4	041 _		3.1 025
5	0_0 _		
6	086 _		
6.1	0_2		
6.2	099		
7	049		
8	1_ _ _ _		
8.5	240 _ _		
9	245 _ _		
10	250		
11	260 _		
12	300		
13	4_ _ _ _		
14	5_ _ _		
15	590		
16	6_ _ _ _		
17	7_ _ _ _		
18	8_ _ _ _		